

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120058-1

REPORTS INVENTORY

PREPARE IN DUPLICATE

XXXXXXXXX DDS/OL/SD-9

1. TITLE OF REPORT (if a fill-in report include Form No.)

2. TYPE
OF
REPORT☒ STATISTICAL☐ NARRATIVE☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☐ PERSONNEL☐ TRAINING☒ LOGISTICS☐ SECURITY☐ MEDICAL☐ FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

6. DISTRIBUTION (No. of components not number of copies)

Monthly

7. FORMAT (memorandum, form computer print-out, etc)

8. ADP PROCESSING

9. DIRECTIVE AUTHORITY REQUIRING REPORT

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

Form

10. PREPARING COMPONENT (include lowest level contributing information to report)

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-12	7.73	4		30.92	12		371.04

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

371.04

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

To verify balances of stocks on hand, so that Supply Division can provide accurate stock positions. This enables OAMS to manage stock procurement more reliably as related to available funds and customer needs.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☒ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☐ DISCONTINUE

MAN-HOURS

DOLLARS

STAT

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

5 Oct 70

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- Chief, OAMS/SMB/SD/OL

FORM 142

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(22-36-43)

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